

**EPA**United States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-003



Other



Amendment Number:

Contract Number
EP-W-08-054Contract Period
Award Period 2
Base Option Period Number 2Title of Work Assignment/SF Site Name
ICS Courses & ExercisesContractor
Tetra Tech Inc.Specify Section and Paragraph of Contract SOW
Part B paragraphs 1-5Purpose:
☒ Work Assignment
☐ Work Assignment Amendment
☐ Work Plan Approval☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 08/01/13 To 07/31/15

Comments: The purpose of this action is to initiate a work assignment for Award Period 2. The contractor shall write a work plan and cost estimate for the activities detailed in the attached Statement of Work for the Award term period. Due to limitation of funds the work assignment ceiling is set at \$100,000 and 750 hours LOE. The contractor is not authorized to exceed these Work Assignment ceilings. All other terms and conditions remain unchanged and in full force and effect.



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-89A.

SFO
(Max 2) 22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee: LOE:

This Action: \$100,000 750

Total: \$100,000 750

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name JoAnn M. Eskelsen

(Signature)6/26/2013
(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Project Officer Name JoAnn M. Eskelsen

(Signature)6/26/2013
(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Other Agency Official Name

(Signature)
(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name

(Signature)7/31/13
(Date)

Branch/Mail Code: 3808

Phone Number: (202) 564-6679

FAX Number: (202) 565-2557

Statement of Work

Contract EP-W-08-054

Environmental Response Training Program (ERTP) Contract, full & open

Award Period 2, August 1, 2013 – July 31, 2015

Work Assignment 2-003, ICS Courses & Exercises

Purpose /Background

The purpose of this WA is to aid U.S. EPA in meeting the Core NAR requirements for readiness, and provide practical experience in response management processes by training and exercising EPA and its response partners in the many aspects of the Incident Command System (ICS). This is to be done by delivering, or assisting EPA in the delivery of 16 ICS course offerings, and to provide administrative support to EPA taught ICS courses. The dates and locations of the deliveries will be determined by the Project Officer, in coordination with EPA Regional training coordinators, and EPA Regional NIMS Integration Team (NIT) members.

1.0 Task to be performed

Under this work assignment, the Contractor shall be prepared to present EPA's current list of ICS courses (Exhibit 1 of Performance Work Statement) and Incident Management Team (IMT) functional exercises. A course offering is considering any ICS course that the contractor teaches in full, or in part with EPA instructors, as well as conducting IMT exercises. Course presentations include the following activities: provision of equipment, materials, and supplies, personnel travel, equipment shipment, and liaison with regional or state training contacts.

In Accordance with the Performance Work Statement Part B the contractor shall be responsible for the following:

- developing a course schedule for Project Officer approval
- student registration
- schedule of instructors
- presentation of training courses
- improvements to course materials
- maintain course files
- acquiring and maintaining equipment
- issuing student certificates

The contractor shall also be prepared to provide administrative support for any ICS courses that will be entirely taught by EPA instructors. These courses will include ICS 300, ICS 400, ICS 339 and any Key Leadership Position (KLP) course. Administrative support for courses that will be taught entirely by EPA instructors shall include the following:

- developing a schedule in conjunction with the regional contact

- student registration
- delivery of training material to the regional contact for the course
- maintain course files
- issuing student certificates

Updates to the Finance Section Chief, Resource Unit Leader, and Operations Section Chief courses shall be completed in conjunction with the respective EPA NIMS Integration Team (NIT) member by fall 2011. EPA is currently revising the guidance material for the Environmental Unit Leader position, once this is done the materials for this course shall be changed to reflect the EPA changes.

Improvements to course materials and presentations, as well as development of materials for new ICS courses may be requested by the work Assignment manager, JoAnn Eskelsen, through the issuance of written Technical direction.

2.0 Deliverables

An end of course summary with course statistics shall be prepared and delivered electronically at the conclusion of each course and/or exercise.

A draft after action report shall be prepared and delivered electronically at the conclusion of each IMT functional exercise. The report will be finalized by the respective region.

3.0 Period of Performance

The Period of Performance is the duration of the first award fee period. (08/01/2013 to 07/31/2015)

4.0 Government Furnished Property

The Contractor shall utilize available EPA equipment provided and shall provide all personnel, and additional equipment and supplies necessary to complete this work assignment. There is no specific list of government furnished property for these courses and exercises.

5.0 Points of Contact

Ms. Claudia Armstrong
1200 Pennsylvania Avenue, NW
MC: 3805R
Washington, DC 20460
P-202-564-6679
F- 202-565-2558
Armstrong.Claudia@EPA.gov

**EPA**United States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-003



Other



Amendment Number:

Contract Number

EP-W-08-054

Contract Period

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

ICS Courses & Exercises

Contractor

Tetra Tech Inc.

Specify Section and Paragraph of Contract SOW

Part B, Paragraphs 1 - 5

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 08/01/13 To 07/31/15

Comments: The purpose of this action is to approve the contractors' work plan dated Aug 22, 2013 for a cost/LOE not to exceed \$629,775 and 5,279 hours LOE. Due to limitation of funds the initial ceiling for cost/LOE is set at \$100,000 and 750 hours. All other terms and conditions remain unchanged.



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

This Action:

Total:

\$100,000

750 hrs

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

08/22/13

Cost/Fee:

\$629,775.00

LOE: 5,279 hours

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name JoAnn M. Eskelsen

(Signature)

8/22/2013

(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Project Officer Name

JoAnn M. Eskelsen

(Signature)

8/22/2013

(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name

Frank R. Talico

(Signature)

10/25/13

(Date)

Branch/Mail Code:

3805R

Phone Number: (202) 564-0141

FAX Number: (202) 565-2559

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-003

☐ Other☒ Amendment Number:

000001

Contract Number

EP-W-08-054

Contract Period 08/01/2008 To 07/31/2015

Base ☒

Option Period Number

Title of Work Assignment/SF Site Name

ICS Courses & Exercises

Contractor

TETRA TECH, INC.

Specify Section and paragraph of Contract SOW

Part B, Paragraphs 1-5

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 08/01/2013 To 07/31/2015

Comments:

The purpose of this action is to raise the funding and LOE ceiling from \$100,000 and 750 hours to \$300,000 and 2750 hours. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

08/01/2008 To 07/31/2015

Cost/Fee:

100,000

LOE:

750

This Action:

200,000

2000

Total:

\$ 300,000

2750 hours

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Joann Eskelsen



(Signature)

11/6/2013

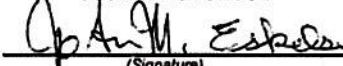
(Date)

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

Project Officer Name Joann Eskelsen



(Signature)

11/6/2013

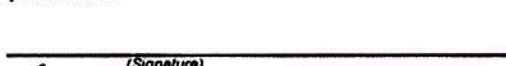
(Date)

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

Other Agency Official Name



(Signature)

11/19/13

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Claudia Armstrong



(Signature)

11/19/13

(Date)

Branch/Mail Code: 3805R

Phone Number: 202-564-6679

FAX Number: 202-565-2557

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-003 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002								
Contract Number EP-W-08-054	Contract Period 08/01/2008 To 07/31/2015 Base Option Period Number 2	Title of Work Assignment/SF Site Name ICS Courses & Exercises								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW Part B, Paragraphs 1 - 5								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/01/2013 To 07/31/2015								
Comments: The purpose of this action is to increase the ceilings for funding and LOE from \$300,000 and 2,750 hours to \$375,000 and 3,250 hours. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1800-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 08/01/2008 To 07/31/2015		Cost/Fee: \$ 300,000.00				LOE: 2,750				
This Action:		75,000.00				500				
Total:		\$ 375,000.00				3,250				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:				LOE:				
Cumulative Approved:		Cost/Fee:				LOE:				
Work Assignment Manager Name Joann Eskelsen _____ (Signature) (Date)						Branch/Mail Code: Phone Number 702-784-8006 FAX Number: 702-784-8001				
Project Officer Name Joann Eskelsen _____ (Signature) (Date)						Branch/Mail Code: Phone Number: 702-784-8006 FAX Number: 702-784-8001				
Other Agency Official Name _____ (Signature) (Date)						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Claudia Armstrong _____ (Signature) 9/9/14 (Date)						Branch/Mail Code: Phone Number: 202-564-6679 FAX Number: 202-565-2557				

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-003



Other



Amendment Number:

000003

Contract Number

EP-W-08-054

Contract Period 08/01/2008 To 07/31/2015

Base

Option Period Number

2

Title of Work Assignment/SF Site Name

ICS courses & Exercises

Contractor

TETRA TECH, INC.

Specify Section and paragraph of Contract SOW

Part B, Paragraphs 1-5

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 08/01/2013 To 07/31/2015

Comments:

The purpose of this action is to increase the ceiling for funding and LOE from \$375,000 and 3,250 hours to \$425,000 and 3,650 hours. All other terms and conditions remain unchanged.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

08/01/2008 To 07/31/2015

Cost/Fee:

\$ 375,000.00

LOE:

3,250

This Action:

50,000.00

400

Total:

\$ 425,000.00

3,650

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

8/22/13

Cost/Fee:

\$ 629,775

LOE:

5,279

Cumulative Approved:

Cost/Fee:

\$ 629,775

LOE:

5,279

Work Assignment Manager Name Joann Eskelsen

Branch/Mail Code:

Phone Number 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Project Officer Name Joann Eskelsen

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Tia Gatling

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

(Signature)

(Date)

10/9/14

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-003

☐ Other ☒ Amendment Number:

000004

Contract Number

EP-W-08-054

Contract Period 08/01/2008 To 07/31/2015

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

ICS Courses and Exercises

Contractor

TETRA TECH, INC.

Specify Section and paragraph of Contract SOW

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 08/01/2013 To 07/31/2015

Comments:

The purpose of this action is to increase the ceilings for funding and LOE from \$425,000 and 3,650 hours to \$500,000 and 4,400 hours. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

08/01/2008 To 07/31/2015

Cost/Fee:

\$425,000

LOE:

3,650

This Action:

75,000

750

Total:

\$ 500,000

4,400

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

8/22/13

Cost/Fee:

\$629,775

LOE:

5,279

Cumulative Approved:

Cost/Fee:

\$629,775

LOE:

5,279

Work Assignment Manager Name Joann Eskelsen

(Signature)

(Date)

Branch/Mail Code:

Phone Number 702-784-8006

FAX Number: 702-784-8001

Project Officer Name Joann Eskelsen

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Tia Gatling

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-564-3281

FAX Number:

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 2-003	
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000005	
Contract Number EP-W-08-054	Contract Period 08/01/2008 To 10/31/2015 Base Option Period Number 2		Title of Work Assignment/SF Site Name ICS Courses and Exercises
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW Part B, Paragraphs 1-5	
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/01/2013 To 10/31/2015	
Comments: The purpose of this action is to increase the ceilings for funding and LOE from \$500,000 and 4,400 hours to \$550,000 and 4,800 hours. In addition to extend the period of performance end date from 7/31/2015 to 10/31/2015. All other terms and conditions remain unchanged.			
<input type="checkbox"/> Superfund		Accounting and Appropriations Data	
		<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.	
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)
			Budget Org/Code (Max 7)
			Program Element (Max 9)
			Object Class (Max 4)
			Amount (Dollars)
			(Cents)
			Site/Project (Max 8)
			Cost Org/Code (Max 7)
1			
2			
3			
4			
5			
Authorized Work Assignment Ceiling			
Contract Period: 08/01/2008 To 10/31/2015		Cost/Fee: \$ 500,000.00 This Action: \$ 50,000.00 Total: \$ 550,000.00	
		LOE: 4,400 400 4,800	
Work Plan / Cost Estimate Approvals			
Contractor WP Dated:		Cost/Fee: LOE:	
Cumulative Approved:		Cost/Fee: LOE:	
Work Assignment Manager Name Joann Eskelsen _____ (Signature) (Date)		Branch/Mail Code: Phone Number 702-784-8006 FAX Number: 702-784-8001	
Project Officer Name Joann Eskelsen _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 702-784-8006 FAX Number: 702-784-8001	
Other Agency Official Name _____ (Signature) (Date)		Branch/Mail Code: Phone Number: FAX Number:	
Contracting Official Name Tia Gatling _____ (Signature) (Date)		Branch/Mail Code: Phone Number: 202-564-3281 FAX Number:	